



Home of the Tualatin River National Wildlife Refuge

City of Sherwood

Library Advisory Board

MEETING MINUTES

MEETING TITLE	City of Sherwood Library Advisory Board
DATE & TIME	February 15, 2012 6:30 P.M.
LOCATION	Sherwood Library/City Hall Community Meeting Room
FACILITATOR	Nancy Ellingson, Chair
NOTES TAKEN BY	Mary Madland

AGENDA

Items	Person Presenting
1. Roll Call/Introductions	Ellingson
2. Changes to Agenda	Ellingson
3. Approval of Minutes	Ellingson
4. Manager's Report	North
5. Other Business	Ellingson
6. Adjournment	Ellingson

ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
Nancy Ellingson, Chair		Linda Henderson	
Debbie Canepa			
Amy Christie		City Staff	
Christine McLaughlin		Pam North	
Debra Pearce			
Diana Stanley		Kristen Switzer	X
Coleen Swihart	X		
Conrad Thomason		Guests	
		Liz Myers, Friends of the	
Molly Woodbury		Sherwood Library	

MEETING NOTES

Roll Call/Introductions

The meeting was called to order at 6:30 pm by Chair Nancy Ellingson. No changes to the agenda were noted.

Approval of Minutes

A motion to approve the minutes was made by Christine McLaughlin and minutes were approved as written.

Library Manager Report

Sherwood Public Library – December 2011

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
<u>Check out</u>	<u>30,679</u>	<u>30,691</u>	<u>+0% (Self-checks out of service)</u>
<u>Check in</u>	<u>23,078</u>	<u>23,928</u>	<u>+0%</u>

- New Library cards 100
- Volunteer hours 173.25 hours (28 volunteers)

Monthly Activities

Thirty-five Baby, Preschool and Toddler Storytimes (513 children/383 adults = 896 total)

- Two Read-to-the-Dogs programs
- Magazine Monday (free magazine giveaway)
- 12/05-11 Food For Fines Week benefitting Sherwood Helping Hands
- Library workroom door leak repaired by Public Works
- 12/13 Library opened at 1pm so staff could attend the City of Sherwood 2011 Year-End Luncheon
- 12/15 Winter Wonderland Volunteer Celebration
- 12/16 Volunteer Coordinator, Denise Berkshire's, last day with the City of Sherwood
- 12/20 Annual Library Staff Potluck & Gift Exchange

- 12/20 Library Advisory Board Meeting & City Council SWOT/Board Appreciation Dinner
- 12/25-26 Library closed for Christmas holidays
- Friends of the Library provided new purple and green book bags to sell
- Year-end performance evaluations completed for management staff
- Volunteer recruitment and training continues & new volunteers begin shifts
- Library staff attended various regional, City and WCCLS meetings: WUG, Circulation, Policy Group, Youth Services, Adult Summer Reading, Latino Services, Safety Committee & Sherwood Main Street (BOOTS)

Sherwood Public Library – January 2012

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
<u>Check out</u>	<u>34,227</u>	<u>33,326</u>	<u>+2.7% (Self-checks out of</u>
<u>service)</u>			
<u>Check in</u>	<u>23,588</u>	<u>24,059</u>	<u>-2%</u>

- New Library cards 129
- Volunteer hours 172.4 hours (26 volunteers)

Monthly Activities

- Thirty-one Baby, Preschool and Toddler Storytimes (679 children/478 adults = 1157 total)
- Two Read-to-the-Dogs programs
- Magazine Monday (free magazine giveaway)
- The Library was closed for the New Year's holiday on Sunday & Monday, January 1-2 and for Martin Luther King Jr's Birthday holiday on Monday, January 16
- Delivery of the full set of Federal tax forms was delayed – did not to put them out for the public until all forms were available
- The Neal Harris Memorial collection of classic children's literature was completed and is out on the shelves

- 01/05 Pam North met with representatives from the Sherwood Chamber to discuss future partnership opportunities
- 01/07 Nutritional Hints for Kids OSU Extension Service (17 in attendance)
- 01/11 3M/WCCLS site visit to plan for installation of RFID hardware. Attended by Library, IT and Public Works staff
- 01/12 Oregon Humanities Conversation Program “The Ties that Bind” Wendy Willis (10 in attendance)
- 01/15 Adult Writing Workshop series with Marie Buckley resumes one Sunday a month through May 2012 (9 in attendance)
- 01/18-19 Interviews conducted for Recreation Coordinator position
- 01/20 “Seven Habits” workshop for management staff – sponsored by the City
- 01/20 North attended OLA Public Library Division Board Meeting
- 01/27 All-Library Staff Meeting
- Library staff attended various regional, City and WCCLS meetings: WUG, Circulation, Policy Group, Cataloging, Admission Guidelines, Adult Summer Reading and Safety Committee

Library Business & News

Selection of new Recreation (Volunteer) Coordinator still in progress. In the meantime Kristen, Pam and Jenny will move forward with conducting interviews for new library volunteers.

In March, Storylady Teresa Klepinger will conduct her And Then...Creative Writing Experiences workshops on Thursday afternoons from 3:30 to 4:30 in the Community Meeting Room.

Friends of the Library annual meeting is scheduled for March 1st at 5pm in the Community Meeting Room.

On March 10th the Portland Art Museum will present Junk Deli program in the Community Meeting Room. Young participants will use recycled materials to create a new art project.

On Friday March 23rd the library will host a Teddy Bear Sleepover. Teddy Bears or other favorite stuffed animals can be dropped off at the library all day. There will be a special storytime at 3:30 and then the stuffed friends will spend the night at the library and can be picked up on Saturday. There will be a special surprise, including a photo, when kids come in to pick up their pal.

The third week in April the RFID tagging team is scheduled to come to Sherwood. Hillsboro was the first library to get RFID and they are having a grand opening on February 23rd. Staff is working on a display for patrons to explain what RFID is all about.

In April we have National Library Week, Hearing Voices program, and maybe an all-day Read-A-Thon in the library.

The Library Board meeting is April 18, 2012 at 6:30 pm.

On April 21st we will have a program entitled "Pelts and Skulls" presented by the Tualatin Valley Wildlife Refuge.

The Library will be purchasing two self-check kiosks as part of the RFID implementation. Our original two self-check machines both died, so until the RFID installation we won't have any self-check machines. The Friends of the Sherwood Library generously offered to help pay for the self-check kiosks, but North advised we will be able to use money from the current budget to pay for the kiosks. We may need some help with furniture and costs to re-configure some existing counters and create a barrier near the security gates. Thank you to the Friends for their generous support.

Other business

Nancy Ellingson asked about the resolution of the complaint about the movie, *The Kids are All Right*. North advised the decision was to leave the movie on the shelf. A letter was sent advising the patron of the decision and no further comment was received from the patron.

Nancy Ellingson shared the list of Scholastic's Top 100 books from the newspaper. She's vowing to read/re-read them all this year!

Diana Stanley was re-appointed to the Library Board for another 4-year term.

Debra Pearce had a question about what brought about the new skateboarding ordinance. Linda Henderson explained it was in response to complaints and to provide safety and protection of assets. The ordinance was modified to exclude bicycles. Regarding the Library/City Hall building it applies mainly to the two entrances in situations where access is being impeded, not the pedestrian walkway along the side of the building.

Election of Officers – Nancy Ellingson asked that someone else take over the chair responsibilities. Christine McLaughlin said she felt she hadn't been on the board long enough. Debra Pearce said she wasn't comfortable in that role. Debbie Canepa is currently Vice Chair and agreed to take over the Chair position. Amy Christie volunteered to be Vice Chair. A vote was taken and all approved. The changes are effective beginning with the April 18, 2012 meeting.

Linda Henderson asked Pam North about the budget for the coming year. North stated it was status quo, except for some additional RFID costs. No new staff or increased hours are proposed. Henderson asked the board if they felt the Library had enough people and enough open hours. Debbie Canepa said more open hours is always good. Henderson advised that tax receipts for 2011 are at 2010 levels, basically less taxes collected to provide services to more people. She also noted that several bond

measures passed in recent years were adding to the increase in taxes. Henderson noted that this year's budget negotiations could be difficult. Debra Pearce suggested adding hours on Sunday. Debbie Canepa noted the library is a public face and any cut in hours or staff people would notice more. Cutting hours or staff in hard economic times would be heartless. Pam North noted that compared to some other libraries Sherwood is below adequate in staff numbers and above adequate in hours. She will send the detailed info to the board members showing how we compare to other WCCLS libraries. Amy Christie asked what kinds of things other libraries have that we are missing due to lack of staff. Reference staff and staff to do more programming are two examples. Diana Stanley and Conrad Thompson both commented that they see how hard staff is working when they are here volunteering. There isn't a lot of time for chit chat and the front desk is generally staffed with one person and one person for back-up. The back-up person is constantly being called out to the front desk for help, especially on storytime days. Debra Pearce asked if we would ever consider using volunteers to staff the Circulation Desk. Pam North said no.

Pam North noted that other libraries have staff come in before the library is open to work, but Sherwood staff comes in within a half hour of opening. We don't have extra hours to catch up before we open.

Board discussed the idea of drafting a motion to send to the Budget Committee in support of the library.

Nancy Ellingson made a motion to send the following to the Budget Committee:

The Library Advisory Board strongly recommends to the Budget Committee there be no reduction in existing Library staffing or hours in order to maintain essential, quality library services for the 2012-13 fiscal year.

The motion was voted on and approved unanimously. The Library Board can provide more detailed information to the Budget Committee if needed.

The next Board meeting is on Wednesday, April 18, 2012 at 6:30 pm in the Library/City Hall Community Meeting Room.

Adjournment

The meeting was adjourned at 7:40 pm.